

25 October 1954

1. In lieu of a Management Improvement report, summarize briefly recent and planned progress in area.
2. Have recent T/O revisions closed the gap between T/O's and ceilings?
(That is, in what offices have T/O's been made to equal ceilings, and now many not?)
3. Will a 1956 savings be effected by the amount of the 1955 Guard Service of the Records Center, due to the transfer of the location of that Center? *Y25-1 Guard post, 24 HRS, 21020.00*
4. In what areas is it anticipated that the Management Staff may develop work measurement systems?

Q-5-8 These refer to [redacted] budget information that he gave us.

STAT

LPC 5/1 3000 - 3600
6. 3200 - 3900 -----
new \$800 approx 3500

STAT

*3500
300
10500*

The attached sheets were submitted to [redacted] on 10/26/54 in accordance with request dated 10/25/54 and my discussion with him today.

RECORDED

*LPC 10/26
new*